

## **Victaulic Vortex Fire Suppression Systems MAINTENANCE, SERVICE AND REPAIR**

There are two Victaulic Vortex 1500 Fire Suppression systems included on this contract. These fire suppression systems are located at Site 1 as indicated below.

### **SITE 1**

Bledsoe County Correctional Complex

1045 Horsehead Road

Pikeville, TN 37367

### **GENERAL SCOPE OF CONTRACT**

To provide preventive maintenance, service, repairs, and emergency service to equipment listed herein. The omission of detailed specifications does not limit the quality of service rendered and only the best commercial practices are acceptable. All work shall comply with industry guidelines. All repairs, maintenance testing and inspections must be performed in accordance with recommended procedures of the manufacturer and in a craftsman like manner.

Bledsoe County Correctional Complex Fire Safety Officer will be provided a hard copy of any service bulletins and/or flyers that are applicable to the equipment to be added to owner's Operational and Maintenance Manuals. Any modification from the existing designed system shall be immediately approved by the facility manager and notations shall be made for the Operation and Maintenance Manuals.

The service provider will provide, within 24-hours, continuing information of any work or repairs on any task that is not complete. All effort will be made to provide follow-up repairs within a day after the initial visit or estimated date, given as to when repairs can be expected. Service ticket is required to be left with the Bledsoe County Correctional Complex Fire Safety Officer upon every visit.

All bidders are strongly encouraged to make a site visit. The State of Tennessee is not responsible for errors and/or omissions in bidder pricing due to not having made a site visit.

### **SITE CONTACT:**

Steve Coleman, Facility Safety Officer

Email: [steve.l.coleman@tn.gov](mailto:steve.l.coleman@tn.gov)

Phone #: 423-881-6297

## **INSTRUCTIONS FOR BID PREPARATION**

For annual/quarterly inspections, "Trip Costs" need to be included in the amounts bid. These costs cannot be billed separately when related to scheduled maintenance.

### **Labor Rates:**

- **Regular time:** This is for work performed between the hours of 7AM and 4PM, Monday thru Friday.
- **Premium time:** This is for work performed any time other than "regular time", including Monday thru Friday, Saturday, Sunday, and Holidays.
- **Trip charges:** This is for service calls outside scope of annual and quarterly inspections and is to include all travel costs and associated expenses (personnel, vehicle, fuel, etc.) per round trip. Return trips due to incomplete or unsatisfactory work shall be limited to single trip charges. No trip charges will be allowed for annual or quarterly inspections
- **Proof of Cost for Parts, Materials, Supplies, Equipment and Labor:** All parts, materials, supplies and equipment will be billed at contractor's cost, minus any applicable sales or use tax pursuant to Tennessee Code Annotated section 67-6-209, plus fifteen percent (+15%) reference standard term & condition No. 24, titled "Taxes". The vendor shall submit as backup documentation a copy of the original Purchase Invoice(s) as proof of cost for parts, materials, supplies & equipment. This backup documentation must accompany the job invoice order for the agency to process payment for service performed. If the vendor cannot produce a copy of the original purchase invoice as proof of cost for repair parts, materials, supplies and equipment. The State may verify current market value and if necessary adjust the job invoice to reflect fair market price. Labor charges shall be compensated for time on site. This shall be verified by the service technician signing in on the Facilities' Contractor/Visitors Log and technician's service ticket. These documents must reflect actual time spent on campus and agree. This will be required to successfully process payment of services.

### **Service Charges:**

Annual and quarterly inspections will be paid per contracted costs.

Pre-approved and emergency repairs will be paid per contracted costs for time, material and trip charges.

## **SPECIFICATIONS**

### **Contractors Qualifications, Experience and Training:**

1. Shall be trained and authorized to do service and inspection work on Victaulic Vortex Fire Suppression System.
2. Shall provide licenses if required by Federal, Industry, State or Local boards.

#### Services and Equipment:

1. The contractor must have at least one full time employee capable of receiving and acting on service call requests and dispatching service technicians during the hours of 7AM thru 4PM, Monday thru Friday, plus a telephone or paging system that will be answered live all other hours of every day. An unattended answering machine or voice mail system will not be acceptable.
2. The contractor must have material, equipment, and tools to test, maintain, repair and modify all the equipment and systems to ensure that they are in operating condition at all times.

#### Reporting Requirements:

1. All work must be approved in writing by the Facility Safety Officer or designee prior to starting any repair, test, or modification.
2. Contractor must furnish a written report to the Facility Safety Officer or designee upon conclusion of each visit, whether the visit was non-emergency or emergency type.
3. All visits by service technicians must be logged on site requiring date and time (in/out) by, Facility Safety Officer, facility security personnel, and/or authorized representative. It is required that all service technicians personally sign-in and sign-out to verify their presence and length of stay at the facility.

#### Handling of Materials:

All material, including waste and excess, used within the scope of the contract is the total responsibility of the contractor. All use, removal and disposal must be in accordance with any and all Environmental Protection Agency Regulations.

#### Types of Service:

1. **Regular time:** Service during normal business hours of 7AM to 4PM Monday thru Friday. Charges to be at regular hourly rates.
2. **Premium time:** Services performed outside the normal business hours of 12AM to 12PM Monday thru Friday, including weekends and/or holidays. Charges to be at premium hourly rates.

#### Service Request Procedure:

1. The contractor shall not perform any repair service without a written request from the Facility Safety Officer, or designee.
2. Based on hourly rates, parts and trip charges, the contractor shall submit a maximum-not-to-exceed quote to the Facility Safety Officer.
3. The Facility Safety Officer shall submit to the contractor, a written approval for work to be performed. Transmittal shall be by mail, fax or email.

#### Response Time:

1. The contractor shall provide emergency service 24 hours/day, 7 days/week. An emergency response time of 4 hours is required during business hours and a 4 hour response time is required after normal working hours.
2. Non-emergency (as determined by Facility Safety Officer) response time shall be 4 hours during business hours and a 4 hour response time after normal working hours.

#### **INVOICE REQUIRMENTS**

A service ticket/invoice must be left with the Facility Safety Officer or designee after each service visit. The service ticket shall show man hours (time in – time out) and a list of all parts used. This service ticket will be required backup documentation for all payments.

The regular invoice will be submitted to the Facility Safety Officer, listing work performed, labor costs, trip costs and costs for parts.

1. Payment is dependent upon verification of time for the service rendered plus trip costs plus the cost of parts. All required approvals from the Facility Safety Officer must be attached to each invoice.
2. All repair parts must be billed at list prices plus 15% mark up.

#### **PREVENTATIVE MAINTENANCE SCHEDULE**

##### Semi-Annual Service Inspection:

1. Inspect the nitrogen and water supply lines (Refer to NFPA 25 Section 5.2.2)
2. Review Annunciator panel history (If applicable)
3. Inspect emitters to ensure they are not obstructed (Refer to NFPA 25 Section 5.2.1.2)
4. Verify that emitter covers are still in place
5. Inspect the nitrogen tank pressure levels for low pressure. If low pressure condition exists, check for root cause and repair. Re-charge cylinders, as required. Where container pressure gauges are used for this purpose, readings shall be compared to a separate, calibrated device at least annually.
6. Inspect the water storage tank level and fill or replace as required
7. Cycle the nitrogen and water valves for proper operation (discharge test not required)
8. Replace water in storage containers
9. Inspect all system hoses, if visual examination shows any damage or deterioration, the affected hoses shall be replaced immediately

#### 5 Year Inspection:

1. Complete all steps of the semi-annual inspection
2. Nitrogen cylinders that are continuously in service without being discharged shall be given a complete external visual inspection a minimum of every 5 years. Visual inspection shall be in accordance with Section 3 of CGA C-6 except that the cylinders do not need to be emptied or stamped while under pressure. Inspections shall be made only by authorized personnel. Results of the 5 year inspection shall be recorded on both of the following
  - a. A tag permanently attached to each nitrogen cylinder
  - b. An inspection report
3. All hoses shall be tested or replaced